

Name:

Life Skills Unit

Objective – To learn the skills and documents needed to apply for a job. To learn skills to successfully get a job.

Backstory – Congratulations! You made it to high school. This is a very important time in your life; you have lots of freedom, but you also have lots of responsibility. Imagine you are at an age where you are looking to get your first job. For some of you this will be sooner (or has already happened), for some of you this will be later. Let's learn what you need to successfully enter the workforce.

Part 1 – Creating a Resume

A resume is a document created by a person to present their background, skills, and accomplishment. It is used to get a job.

Task – Create a resume that showcases your background, skills, and accomplishments.

Step Checklist

- Step 1 – Look at the example resume.
- Step 2 – Open a Google Doc and call it "My Resume".
- Step 3 – Create your resume using your own words. Remember, you are trying to highlight yourself so promote who you are! There is no need to include any personal information. All that is needed is your name.
- Step 4 – When are finished, proofread your resume and look for spelling mistakes.
- Step 5 – Complete the criteria checklist at the bottom of this page.
- Step 6 – Hand in/share the assignment with Mr. Peters.

Writing Checklist - Resume

X didn't do/needs much improvement ~ needs some improvement ✓ good!		
	Self	Teacher
Objective – you clearly defined your objective.		
Education – you have listed where you have gone to school.		
Experience – you have listed any volunteer/work experience that you have.		
Skills – you have included at least 5 skills that you have.		
Spelling is correct.		
Punctuation and use of capital letters is correct.		
Sentences are complete, make sense, and flow smoothly.		
Overall mark/comments:		

Your Name

(This can be fake information)

123 Your Street

Your City, Postal Code

(123) 456-7890

no_reply@example.com

Objective

What are you looking for with your first job?

EDUCATION

School Name, Location

Year started - Current Year or Year Finished

Optional - highlights from school including good marks, special classes taken, awards, honors.

School Name, Location

Year started - Current Year or Year Finished

Optional - highlights from school including good marks, special classes taken, awards, honors.

WORK AND VOLUNTEER EXPERIENCE

Company or Club Name, Location - Job Title

Start Date - End Date

- Responsibilities
- Jobs
- What you learned

SKILLS

- Special skills
- Personality traits
- Other qualifications

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Part 2 – Writing a Cover Letter

A cover letter is a letter of introduction to yourself and your resume. It is included with your resume when you are applying for a job. The purpose of a cover letter is to give a general overview of yourself and interest the employer to read your resume.

Task – Create a cover letter than outlines yourself and interests your employer to read your resume.

Step Checklist

- Step 1 – Read the example cover letter to see what a cover letter looks like.
- Step 2 – Select one job from the "jobs page" to apply for. This is to who you will direct your cover letter.
- Step 3 – Fill out the organizer below to outline what you will include in your cover letter.
- Step 4 – Open up a Google doc and title it "Cover Letter" with your initials.
- Step 5 – Create your cover letter. There is no need to include any personal information. All that is needed is your name.
- Step 6 – When are finished, proofread your cover letter and look for spelling mistakes.
- Step 7 – Complete the criteria checklist on the back of this page.
- Step 8 – Hand in the assignment by sharing with Mr. Peters

Job you are applying for:

Create a fake street address for this company:

Section 1 (at least 2 sentences) – what is the title of the job you are applying for? Why are you applying for this job?

Section 2 (at least 3 sentences) – What experiences in your life make you a good fit for this job? What skills do you have that make you a good fit for this job? Why would you be a good fit at this company? When answering, think about what the job might be like.

Section 3 – (at least 2 sentences) – state you would like to set up an interview and at what phone number you can be reached. Thank them for considering you for the job and refer them to your resume.

Writing Checklist - Cover Letter

X didn't do/needs much improvement	~ needs some improvement	√ good!
	Self	Teacher
Heading – you have indicated who you are and who you are writing to.		
Interest – you have indicated what job you are applying for and why you are interested.		
Skills/Experiences – you have indicated what skills/experiences make you a good fit for this job.		
Signoff – you have thanked your employer and asked to setup an interview.		
Spelling is correct.		
Punctuation and use of capital letters is correct.		
Sentences are complete, make sense, and flow smoothly.		
Overall mark/comments:		



Classifieds – Job Postings

Choose one job to apply for.

<p>Cashier One Stop Superstore</p> <p>Job Description – responsible for scanning groceries and taking payments from customers.</p> <p>Wage – \$14.60/hour</p>	<p>Fast Food Attendant Spotlight Burgers and Fries</p> <p>Job Description – responsible for making food for customers while maintaining high quality standards.</p> <p>Wage – \$14.60/hour</p>	<p>Concession Worker StarTimes Cinemas</p> <p>Job Description – responsible for serving customers food and drink before, during, and after their movie.</p> <p>Wage – \$14.80/hour</p>
<p>Dishwasher Patsy's Diner</p> <p>Job Description – responsible for cleaning dishes and tidying the kitchen.</p> <p>Wage – \$14.80/hour</p>	<p>Host/Hostess Yacht Club Fine Dining</p> <p>Job Description – responsible for greeting guests and taking them to their seats.</p> <p>Wage – \$15.00/hour</p>	<p>Ice Cream Server Two Scoops Ice Cream</p> <p>Job Description – responsible for serving customers and making high quality ice cream</p> <p>Wage – \$15.00/hour</p>
<p>Tutor Bright Future Tutoring Services</p> <p>Job Description – responsible for working one on one with elementary students to practice reading, writing, and math.</p> <p>Wage – \$16.00/hour</p>	<p>Camp Counsellor Sunlight Summer Camps</p> <p>Job Description – responsible for leading games, activities, and lessons with young camp goers.</p> <p>Wage – 17.50/hour</p>	<p>Social Media Assistant Realtime Vlogging Co.</p> <p>Job Description – responsible for scheduling, organizing, and communicating with lead vloggers/streamers.</p> <p>Wage – \$20.00/hour</p>

Your Name

(This can be fake information)

123 Your Street
Your City, Postal Code
(123) 456-7890
no_reply@example.com

Today's Date

Company Name

123 Address St
Anytown, ST 12345

To whom it may concern,

What is the title of the job you are applying for? Why are you applying for this job?

What experiences in your life make you a good fit for this job? What skills do you have that make you a good fit for this job? Why would you be a good fit at this company? When answering, think about what the job might be like.

Say you would like to set up an interview and at what phone number you can be reached. Thank them for considering you for the job and refer them to your resume. Stuck? Ask for help or see the example.

Sincerely,

Your Name

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Part 3 – Writing an Email

An email is a way to electronically send a message to somebody. It is one of the most common forms of communication.

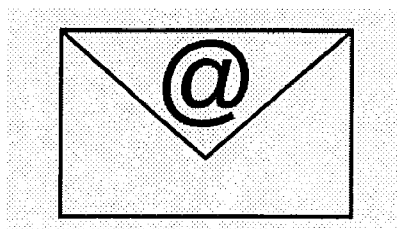
Task – Create an email that you will send to an employer. Attach your resume and cover letter.

Step Checklist

- Step 1 – Read the example email to see what a proper email looks like.
- Step 2 – Fill out the organizer below to outline what you will include in your email.
- Step 3 – Load your Gmail and start a new email.
- Step 4 – Send the email to your teachers email address (imagine you are sending it to your employer, not your teacher)
- Step 5 – Include a subject that has your name and the job you are applying for.
- Step 6 – Write your email. Proofread for spelling mistakes.
- Step 7 – Attach your resume and your cover letter to your email.
- Step 8 – Complete the criteria checklist at the bottom of this page.
- Step 9 – Send the email

Email Organizer

What is the SUBJECT of your email? (Your name - what job you are applying for)
Who are you writing to? (To whom it may concern or Dear <i>Company Name</i>)
3-5 sentence paragraph. Why are you emailing (what job are you applying for?) Why are you a good fit for this job? What are some skills/experiences you have that make you a good fit?
Signoff (Write <i>Please see attached for my resume and cover letter. Sincerely, your name</i>)



Writing Checklist - Email

X didn't do/needs much improvement	~ needs some improvement	√ good!
	Self	Teacher
Subject – you have included your name and the job title in the subject.		
Intro and Signoff – you have indicated who you are writing to and appropriately said who is writing this email.		
Skills/Experiences – you have briefly indicated what skills and experiences make you a good fit for this job.		
Attachments – you have included your resume and cover letter as attachments.		
Spelling is correct.		
Punctuation and use of capital letters is correct.		
Sentences are complete, make sense, and flow smoothly.		
Overall mark/comments:		

Example – Basic Email

Subject: Mr.Peters – Teacher Application

To whom it may concern,

I am emailing you to apply for the position of teacher at your middle school. I feel I will be a good fit for this job because I have a good work ethic, I am responsible, and I am always on time. I enjoy teaching because it lets you be creative and have fun while learning new things. I have had experience working in a classroom before, so I am looking forward to bringing my skills to your school.

Please see attached for my cover letter and resume.

Sincerely,

Mr. Peters

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Part 4 – Job Interview

If an employer likes your email, cover letter, and resume, you will be asked for a job interview. This is the last step in applying for a job and is arguably the most important.

Task – Practice asking and answering questions with your group to prepare for your interview.

Step Checklist

- Step 1 – Find a partner. Decide who is Partner A and Partner B
- Step 2 – Partner A asks questions first. Partner B answers questions first. Switch once you have asked them all the questions on the list.
- Step 3 – Ask your partner all of the questions below. Aim to talk for at least 20 seconds for each answer. A good tip is to answer with a complete sentence.
- Step 4 – Use the criteria checklist to assess yourself and your partner.

10 Most Common Job Interview Questions

- 1. Why should we hire you? Why are you a good fit for the position?**
- 2. What is Your Greatest Strength?**
- 3. What is your greatest weakness?**
- 4. What do you do when things don't go smoothly at school or work?**
- 5. Describe a Difficult Situation or Project and How You Handled It.**
- 6. Describe a situation where you had to work with other people. How did you handle it?**
- 7. Describe a situation where you had to meet a deadline. How did you handle it?**
- 8. Are you able to work well with other people?**
- 9. What Are Your Goals for The Future?**
- 10. What is something positive other people would say about you?**
- 11. Possible curveball question - If you were an animal, which one would you want to be?**

